



# Academic Censure/Satisfactory Academic Progress Appeal: Graduate School of Management

Purpose: Used by Graduate School of Management students who wish to appeal academic dismissal from the Graduate School of Management or the university and/or failure to maintain Satisfactory Academic Progress (SAP) for financial aid eligibility.

### Student Instructions:

- Complete Sections 1 & 2 of this form using a computer.
  - a **handwritten form will not be accepted.**
  - an incomplete form will not be processed and returned to you for completion.
- Print the form using the 'Print Form' button.
- Type answers to the questions in Section 3 in a separate document.
- Sign the form in Section 4; a digital signature is **not** acceptable.
- Submit the signed appeal form, the document from Section 3, and any supporting documentation to the Graduate School of Management by the deadline in the Academic Censure notification you received.

**Note if using email:** the appeal form, the document from Section 3, and any supporting documentation can be scanned and sent **ONLY** via your Marquette email account.

### Graduate School of Management Instructions:

- Make a determination in Section 5 and then notify student.
- Return the completed and signed appeal form, the Academic Plan spreadsheet, the student's document from Section 3 and any supporting documentation provided by the student to the Office of the Registrar via ImageNow.

### Section 1: Student Information

Name \_\_\_\_\_ MUID \_\_\_\_\_  
 Last name, First name, Middle name

Email \_\_\_\_\_ @ marquette.edu

Degree Program \_\_\_\_\_ Phone \_\_\_\_\_

### Section 2: Academic Censure and/or SAP Information

I wish to appeal academic dismissal and/or Satisfactory Academic Progress from  Fall  Spring  Summer \_\_\_\_\_ Year

Check one, as per notification from your school and/or the Office of Student Financial Aid.

- College Academic Alert (CAA), student is dismissed from the school for lack of progress in program specific requirements.
- Required to Withdraw for Academic Reasons (RWAR) and Satisfactory Academic Progress (SAP), student is dismissed from the University and is ineligible for financial aid due to cumulative GPA.
- Satisfactory Academic Progress ONLY (SAP), student is eligible to remain enrolled, but is ineligible for financial aid.

### Section 3: Type your answers to the following questions in a separate document and submit it with this form.

(label your answers to correspond with the questions, i.e. a., b., c., d.)

a. Indicate the type(s) of extenuating circumstances that prevented you from being academically successful during the term indicated above. Extenuating circumstances must be non-academic in nature. Please check all that apply.

Diagnosed medical condition(s)  Family circumstances  Interpersonal problems  Death of a loved one

Military Service  Loss of residence  Legal Issues  Work-related issue(s)

Other (please describe) \_\_\_\_\_

b. Provide a brief summary of the extenuating circumstances you indicated in 4a to help the appeal committee understand the impacts on your academic performance. If your circumstances are sensitive in nature, you are not required to disclose those details. If you are receiving support from an office or program at Marquette University in relation to the circumstances (e.g., Title IX, MUPD, etc.), you are encouraged but not required to share the name of the office or program.

c. What measures within your control have you taken or will you take to achieve and maintain satisfactory academic progress moving forward? These measures may include the strategies you will utilize that will allow you to be academically successful. Be specific and provide your rationale for each strategy. Strategies may be academic in nature or may address non-academic challenges faced during your Marquette University graduate studies.

d. Propose an academic plan that will allow you to return to satisfactory progress in your degree program. A plan must include restrictions/conditions of the reinstatement. In addition, it must be measurable and ensure that you are able to meet the institution's SAP standards by a specific point in time. Plans should include courses to be taken, expected grades and a time frame to complete the outlined objectives.

### Section 4: Student Statement/Signature

I hereby request reinstatement to the university and the Graduate School of Management after my academic censure, if applicable, and/or of my financial aid eligibility (SAP). I understand the Graduate School of Management has the final decision in all academic censure and/or SAP appeals. I also understand and agree that I am bound by the credit/GPA conditions applied to me in the academic plan, created specifically for me, and that I must comply with all of these conditions; or I will again be subject to academic censure and/or made ineligible for financial aid.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Section 5: Academic Dean/Designee *(check the same category below as indicated by the student in Section 2)*

Based on the evaluation of the above appeal and the student's academic record, I:

- Recommend reinstatement for  RWAR/SAP  SAP *(only)*
- Do not recommend reinstatement for  RWAR/SAP  SAP *(only)*

In addition, attached is the Office of Student Financial Aid Academic Plan spreadsheet outlining the conditions of this reinstatement for the above name student.

Name and title of Dean/Designee *(print)* \_\_\_\_\_

Date \_\_\_\_\_

Signature of Dean/Designee \_\_\_\_\_